

## **1995 CUTOFF FOR CORRECTIONS TO W-2 AND 1099 REPORTABLE PAYMENTS**

Please note that the calendar year 1995 cutoff for processing corrections to W-2 and 1099 reportable payments varies depending on the edit mode used when posting to R\*STARS. To be reflected in 1995 W-2 or 1099 statements, corrections entered using edit mode "0" or "1" must be error free and posted to the accounting event file by December 28, 1995. Corrections entered using edit mode "2" must be error free and posted to the accounting event file by December 30, 1995.

Corrections posted after the above deadlines will not be reflected in 1995 W-2 or 1099 statements. If the corrections should be reported for 1995, agencies should enter them with a December effective date and then request a corrected 1995 W-2 or 1099 statement. If the corrections should be reflected in 1996, agencies should use a January effective date.

Please refer any questions regarding corrections to W-2 reportable payments to Sheri Peck at (517) 373-7581. Questions regarding corrections to 1099 reportable payments should be referred to Lisa Smyth at (517) 335-7269.

## **1995 CUTOFF FOR LOCAL AND MANUAL WARRANTS FOR W-2 AND 1099 REPORTABLE PAYMENTS**

To be reflected in 1995 W-2 or 1099 statements, local or manual warrants must be recorded in R\*STARS (including ADPICS initiated transactions) by December 28, 1995. Local or manual warrants recorded after this date will be treated as 1996 payments for W-2 and 1099 reporting purposes, if applicable. Because December 29, 1995; December 30, 1995; and December 31, 1995 are not business days, agencies normally should not issue local or manual warrants on these dates. If for some reason, agencies must issue a W-2 or 1099 reportable local or manual warrant on December 29, 1995; December 30, 1995; or December 31, 1995, they must request a corrected 1995 W-2 or 1099 statement and process a 1996 correction to reverse the payment out of 1996.

Please refer any questions regarding corrections to W-2 reportable payments to Sheri Peck at (517) 373-7581. Questions regarding corrections to 1099 reportable payments should be referred to Lisa Smyth at (517) 335-7269.